

Bundoora Primary School Policy Manual	600 CURRICULUM POLICIES 620 Excursions	Page: 1 of 1 Issue No: 1.1 Date: August 2011
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Excursions are valuable activities and are part of the school curriculum. They add a dimension which would otherwise not be available to the students.

1.0 VISION

- Students travel successfully on various modes of transport
- Students experience situations outside the environs of the school
- Students learn information and concepts, and developing opinions and values that reflect current units of study

2.0 ACTION

- 2.1 Follow the documented process(es).
- 2.2 Complement the work being undertaken in the classroom.
- 2.3 Make bookings after consideration of the benefits of the outing to the students.
- 2.4 Advise parents of excursions via the term planner at the beginning of each term wherever possible.
- 2.5 Make every attempt to gain signed parent approval. If this does not occur, the students involved may be excluded from the excursion.
- 2.6 Keep costs of excursions to a minimum: all excursions will be priced with the aim of being cost neutral
- 2.7 Encourage parents with financial difficulties to make a private arrangement with the principal so the student is able to attend the excursion. If payment is not made and no arrangement is made with the Principal, the students will not attend the excursion
- 2.8 Complete all order forms for buses and venues and give a copy of excursion notices to office staff.
- 2.9 Adhere to DEECD staff/student ratios (refer to the Schools of the Future Reference Guide) and expectations for bus hire.
- 2.10 Use discretion in inviting the required number of parents to attend the excursion. Inform parents of their responsibilities. (Give them a parent-helper badge).
- 2.11 Expect students to wear their school uniform and understand that their behaviour reflects upon the school's reputation.
- 2.12 Maintain direct supervision of students.
- 2.13 Students will be denied the opportunity from attending excursions only after consultation with the principal.
- 2.14 Excursions will be assessed for safety, suitability of venue and the quality of the available activities and relevance to the curriculum.
- 2.15 All parent attendees are to have a current Working With Children check.
- 2.16 Staff organising an excursion are required to complete the excursion cost planner and submit this to the Principal and Business Manager for approval prior to notices being handed out.

3.0 REVIEW

This policy will be reviewed as part of the school's policy review process.